

INSTRUCTIONS FOR OBTAINING 4-H DATA FROM COUNTY 1944
4-H RECORDS

If 4-H permanent record cards are kept, these data will be easy to tabulate. If permanent record cards have not been kept, it will be easiest to make up a card for each 1944 club member. The regular permanent record card may be used for this, or else just blank cards of the size 3 x 5. Enter on each of these cards the following data if available: Name, sex, age (as of 1944), grade in school as of 1944, projects carried in 1944, whether or not he reenrolled in club work in 1945 (either as a county-wide member or as an organized-club member), and whether or not the 4-H Club to which he belonged in 1944 was disbanded at the end of the 1944 season or if he was a county-wide member in 1944.

Whether you have permanent record cards or temporary ones, it will be easiest to do the tabulation if you first sort them all out into four groups: (1) Boys who reenrolled in 1945; (2) Boys who did not reenroll in 1945; (3) Girls who reenrolled in 1945; and (4) Girls who did not reenroll in 1945.

Next, divide each of these 4 piles of cards into 6 groups, by number of years they had been in club work in 1944 (including the 1944 season) (see top headings of the tables.) This makes 24 piles or bundles of cards. If each is labeled with a label such as: "Boys - Reenrolled - 1 year", and a rubber band put around them, they can be kept this way throughout the tabulation, and will make the work fast and easy.

To carry out the tabulation, one table can be done at a time, or else all the tables for Boys or all the tables for Girls laid out at the same time, and all the tallying from a bundle of cards can be completed at one time.

Form 1 (Boys or Girls): By Age

Take the first card off the first bundle of cards or the one labeled "Boys - Reenrolled - 1 year". Since these members reenrolled in 1945, they will be tallied in the first half of the table. And since this first bundle includes only 1-year members, they will all be tallied in the first column (the one headed with a "1"). Then look to see the boy's age. If he is 13 years of age (in 1944), go down column 1 to the "13" row, and put a tally mark in that box. The next card may be for a 10-year-old boy - tally him in the first box; the next may be 15 years old - he will be tallied in the "15" row; etc. When the first bundle is finished, pick up the bundle for Boys, Reenrolled, 2 years, and tally in the 2nd column.

Continue on across the table, tallying the "Not Reenrolled" groups after the "Reenrolled" bundles are finished.

When the tallying is finished, add the tally marks and put in the number with a different color pencil in each box. Then add them across and put the totals in the Total columns, then add down to get the totals for the TOTAL boxes. The entries in the "Total all members" is obtained by adding the entries in the two Total columns.

The %'s in the last column are obtained by dividing the "Total" for the first half of the table by the "Total all members".

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Form 2 (Boys or Girls): By Grade in School

These are tallied just the same as table 1 only you look at the grade in school to determine which row the tally is made in. As suggested above, this table can be tallied at the same time as the age table is tallied.

Forms 3, 4, and 5 (Boys or Girls): By Projects Carried in 1944

The projects have been grouped on these tables. The difference in tallying on these tables from the previous forms is that any member may be tallied in two or more places on these tables. If a member carried more than one project, he will be tallied for each of the projects he carried. That is, if he carried garden, poultry and swine, he will be tallied in the rows for garden and others, poultry and others, and other livestock and others. Therefore, the project enrollments will add up to a greater total than on the other forms. A blank space is left at the bottom of Form 5 to insert any project not listed on the forms which has a sizeable enrollment in any certain county. The place for the total for these forms is found at the bottom of Form 5. This total will be the total of Form 3 and Form 5, or of Form 4 and Form 5.

Form 6 (Boys and Girls): By Continuity of Club

All the 4-H members fall in one of three groups - they belonged to a club in 1944 which continued to function in 1945; they belonged to a club in 1944 which disbanded at the end of the 1944 season; or they were county-wide members. These are the three classifications carried on this form.

To determine whether a 4-H club continued to function in 1945, or disbanded at the end of the 1944 season, keep this definition in mind: If the same boys and girls had a club available to them again in 1945 in which they could carry the same projects which they had carried in 1944 if they cared to, then the club continued to function. Usually a club which continues has either the same leader or some of the same members the next year. A change of name doesn't mean the club disbanded. A club which enlarges its scope and takes in more territory or takes in both sexes instead of just boys or just girls is a continuing club. One which limits its scope, covers a smaller territory, or just takes in boys only or girls only instead of both boys and girls, is said to be a new club, and the club which preceded it would be said to have disbanded at the end of the previous season.

NOTE: If for any member some information is missing so it is impossible to know just where he belongs on a table, do not tally him on the table, but carry an extra tally for such members on another sheet of paper or in a bottom corner of the table, so that they can be added into the Grand Total to check to see if all 4-H members have been tallied some place.